



REPUBLIC OF CYPRUS
MINISTRY OF FINANCE
INSURANCE COMPANIES CONTROL SERVICE

INSURANCE COMPANIES CONTROL SERVICE
Vyronos 29, 1096 Nicosia
P.O. Box 23364, 1682 Nicosia

THE INSURANCE AND REINSURANCE BUSINESS
AND OTHER RELATED ISSUES LAW

APPLICATION FOR THE REGISTRATION OF A MANAGER IN AN
INSURANCE/REINSURANCE INTERMEDIATION COMPANY

STAMP

I, the undersigned, apply to register as a manager in an Insurance/Reinsurance Intermediation.

Note: In the following text, where reference is made to an insurance intermediary, it includes the reinsurance intermediary and where reference is made to insurance, it includes reinsurance.

Instructions for completing this Form:

1. The Form must be duly completed and signed by the applicant.
2. The blank space after each question in the Form is NOT indicative of the extent of the intended answer.
3. All questions must be answered and spaces must not be left blank after each question. If any question does not apply, write N/A in the blank space.

NAME OF THE COMPANY FOR WHICH THE APPLICATION IS MADE (in capitals)

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1. PERSONAL INFORMATION

1.1 Full Name

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1.2 Date and place of birth

Date of birth:

Place of birth:

1.3 Identity Card Number (ID) or Passport Number

ID Number:

Country of issue:

Expiration date:

Passport Number: Country of issue: Expiration date:

1.4 Nationality/ies

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1.5 Work Address

Street Name & Number: Postal Code: Municipality/Parish/Village and City: Country:
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1.6 Postal Address

P.O. Box: Postal Code:

1.7 Residence Address

Street Name & Number: Postal Code: Municipality/Parish/Village and City: Country:
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1.8 Contact details

Work Tel. No.: Residence Tel. No.: Mobile No.: E-mail:

2. REGISTRATION INFORMATION OF A MANAGER

2.1 Indicate the Classes of Insurance (General Business Class or/and Life Class) for which you will be conducting insurance/reinsurance business distribution

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2.2 Indicate if you had previously held a special holding or managerial position in an insurance/reinsurance company or in an insurance/reinsurance intermediation company or other related financial sector company whose license has been revoked for a serious breach of its obligations. Provide full details and information indicating that you have not consented or participated in the violation.

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3. CERTIFICATES/DECLARATIONS

The application must be accompanied by the following certificates/declarations.

Mark with √ the certificates/declarations that you will submit.

A/A	√	
1		High School Diploma or other equivalent Certificate.
2		If the application concerns the registration of a manager in an Insurance Brokerage Company: Recognized university degree or diploma or other equivalent qualification or other appropriate professional qualification in subjects related to the work/duties to be performed.
3		Certificate of Basic Insurance Training of the Cyprus Insurance Institute or other equivalent or higher qualification depending on the Class or Classes for which this application is made.
4		(The following does not apply to a Brokerage Company) Certificate of appropriate practical training depending on the Class or Classes for which this application is made.
5		A clean criminal record certificate obtained by the Chief of Police and bearing a date not earlier than three months from the date of submission of the application. (If the applicant is a national of another Member State or a third country, the certificate must be submitted in accordance with Regulation 15)
6		Certificate of non-bankruptcy obtained from the Department of Registrar of Companies and Intellectual Property and bearing a date not earlier than three months from the date of submission of the application. (If the applicant is a national of another Member State or a third country, the certificate must be submitted in accordance with Regulation 15)
7		Evidence of payment of required fees.

NOTE:

According to article 394K of the Law, there is an obligation to notify the Superintendent of Insurance of any change that occurs in regards to the information and data contained in the documents submitted with this application no later than thirty (30) days from the change. In case of violation of this provision, the Superintendent of Insurance imposes an administrative fine of up to nine thousand euros (€9.000).

The Superintendent of Insurance reserves the right to request any additional information he may require according to the Insurance and Reinsurance Business and Other Related Issues Laws and Regulations.

4. PAYMENT OF FEES

In order for the application to be examined the prescribed fee of €70 (seventy euro) has to be paid in accordance with Regulation 39 of the Insurance and Reinsurance matters and Other Related Issues Regulations.

The method of payment is exclusively through bank transfer in the Insurance Companies Control Service account with the Central Bank of Cyprus.

The details of the bank account are as follows:

Account Name	INSURANCE CO. CONTROL SERVICE
Account Number	6001053
Currency	Euro
IBAN No. Paper format	CY19 0010 0001 0000 0000 0600 1053
IBAN No. Electronic Format	CY19001000010000000006001053
SWIFT BIC	CBCYCY2NXXX

During the processing of the payment the following information should be included in the details of the payment.

205
Insurance Intermediary Company Registration No. HE
Full name of the Insurance Intermediary Company

5. PERSONAL DATA

The processing of personal data is carried out in accordance with the Law providing for the protection of natural persons with regard to the Processing of Personal Data and for the Free Movement of such Data of 2018 (Law 125(I)/2018) as amended from time to time.

The personal data requested with this Form is stored and processed for the purposes of examining and assessing the present application in accordance with the provisions of the Insurance and Reinsurance Business and Other Related Issues Law of 2016 (Law 38(I)/2016) as amended from time to time.

The management and processing of personal data is done safely and confidentially and is subject to the basic principles of data processing as provided by the General Data Protection Regulation (GDPR).

For any information regarding how personal data is managed, refer to the data protection policy on the website of the Insurance Companies Control Service using the following link: <https://www.mof.gov.cy/mof/iccs.nsf>

6. DECLARATION STATEMENT

I, the undersigned (full name) declare responsibly that:

- a) The information provided in this Form and the information provided in the supporting documentation is accurate and complete to the best of my knowledge and belief, and I agree to provide the Superintendent of Insurance and the Insurance Companies Control Service (namely "ICCS") with any supplementary information and clarifications required in connection with the completion of the evaluation and examination of this Form.
- b) I will promptly notify the Superintendent of Insurance and the ICCS of any changes in the information which I have provided and provide in writing, the details of such changes and any other relevant material information included in this Form and in any supporting documentation which I may become aware at any time after the date of this declaration.
- c) I understand that the provision of false, misleading information to the Superintendent of Insurance and the ICCS is an offence in accordance with the provisions of article 403 of the Law.
- d) I authorize the Superintendent of Insurance and the ICCS to require from the appropriate authorities/ organizations any information deemed necessary for purposes of confirmation of any information and data included in this Application Form or in any supporting documents.
- e) I understand that any personal data provided to the Superintendent of Insurance, the ICCS and its duly authorized staff will be used to discharge their statutory duties under the provisions of the Law and may be disclosed to third parties for those purposes. I hereby, irrevocably authorize and freely give my explicit consent to the Superintendent of Insurance and the ICCS, with the present declaration and with complete conscience, to treat my personal data, sensitive or not, according to the Protection of Natural Persons with regard to the Processing of Personal Data and for the Free Movement of such Data Law of 2018, as may be amended from time to time.
- f) I understand that all my personal data will be considered confidential, as per the provisions of the above Laws, and will enjoy confidential treatment by the Superintendent of Insurance, the ICCS and its duly authorized and suitably trained staff for handling such data.
- g) I understand that according to the General Data Protection Regulation (EU 2016/679) as amended from time to time, I have the right of information and access, the right of requesting corrections and erasure of the data in question as well as the right of objection, and the right to withdraw my consent at any time, all of which should be expressed in writing.
- h) I confirm that I am not involved or have never been engaged, directly or indirectly in any criminal actions or in any activities which might be used in the promotion, advancement, assistance, instigation of economic crime or that could be considered that they might be used in the promotion, advancement, assistance or instigation of economic crime.
- i) I understand that whenever I am required and/or it is deemed appropriate by the Superintendent of Insurance and the ICCS, I will offer my assistance and cooperation in order to achieve compliance with the above. I, finally, understand that the Superintendent of Insurance, the ICCS and its duly authorized staff will be responsible for the processing of my personal data.

This declaration applies to both current as well as to any future data and information related to me.

Date:

Signature:

Full name of the applicant: